

INDIANA STATE LIBRARY – INDIANA MEMORY/DIGITIZATION INTERN

JOB DESCRIPTION

The Indiana State Library is seeking an intern to assist in the creation of a county history collection as part of Indiana Memory, the online digital library. The incumbent will work with scanned images from printed books to prepare them for upload into CONTENTdm.

ESSENTIAL FUNCTIONS:

- Assists in the quality control functions for the County History project
- Edits digital images for consistent look using Adobe Photoshop
- Rescans original documents as needed
- Assists in the creation of metadata for digital images
- Prepares digital files for upload into CONTENTdm
- Organizes, prepares, and submits statistics and other reports as required
- Assists digital initiatives librarian with digital projects as assigned.
- Performs other duties as assigned

QUALIFICATIONS:

Must be enrolled in an ALA-accredited Masters of Library Science degree program or equivalent. Familiarity with digital imaging, CONTENTdm and Adobe Photoshop preferred.

ADDITIONAL INFORMATION:

Interested candidates should email a copy of their résumé to agriffis@library.IN.gov. Also, please include in the body of the email a brief cover letter or statement detailing which intern position(s) most interest you.